



**DEPUTY SECRETARY OF DEFENSE  
1010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1010**

**MAY 18 2004**

**MEMORANDUM FOR SECRETARIES OF THE MILITARY  
DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF  
DEFENSE  
DIRECTOR, OPERATIONAL TEST AND  
EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT  
OF DEFENSE  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND  
MANAGEMENT  
DIRECTOR, PROGRAM ANALYSIS AND  
EVALUATION  
DIRECTOR, NET ASSESSMENT  
DIRECTOR, FORCE TRANSFORMATION  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES**

**SUBJECT: Accountability of Department of Defense (DoD) Sponsored Foreign  
Personnel in the United States (U.S.)**

Numerous DoD Components, including the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Defense Agencies, and the DoD Field Activities (hereafter collectively referred to as the DoD Components) sponsor foreign personnel to the U.S. As the sponsors of these personnel, we have an obligation to ensure their security and safety as well as the security and safety of U.S. personnel and resources.

Almost without exception, our guests conduct themselves in the most professional and appropriate manner. Unfortunately, there are occasions where an individual or individuals attempt to circumvent security measures of their parent country and the U.S. in order to advance terrorist or criminal agendas. As a result



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of these rare incidents, I believe the present system of screening and accounting for DoD-sponsored foreign personnel in the U.S. needs to be enhanced.

In order to improve this situation, all DoD Components shall ensure that foreign personnel under their cognizance are screened for terrorist and criminal associations prior to arrival and that their arrival and departure from their assigned duty stations are documented. Further, DoD Components shall cooperate with DoD intelligence, counterintelligence, law enforcement, and security elements to ensure the stay of DoD-hosted, foreign personnel is as secure and safe for all parties as possible. Specifically, all DoD Components shall:

- Ensure all foreign personnel sponsored by DoD Components have appropriate U.S. visas, or if U.S. visas are not required, that names of such personnel are submitted to the DoD Cornerstone system for a name trace in advance of their entry into the U.S.; additionally, when a foreign individual is nominated by his/her government for a DoD program, ensure that there is an agreement with the government to routinely screen the individual for terrorist and criminal associations. If this is not already part of any DoD Component's process, they shall implement this requirement immediately.
- Establish a central, automated, accounting capability for these personnel that permits detailed capture of their planned and actual itineraries; where possible, leverage the DoD Foreign Visit System and Foreign Visit System-Confirmation Module (FVS and FVS-CM) for this requirement. If this is not already part of any DoD Component's process, they shall implement a positive accounting system immediately, and an automated system as soon thereafter as possible, but not later than September 30, 2004.
- If any DoD Component has an automated system tracking DoD sponsored foreign personnel which is not integrated with FVS or FVS-CM, then that system shall be integrated with the DoD Cornerstone system hosted by the DoD Counterintelligence Field Activity (CIFA); for DoD Components with a current, centralized and automated system, those systems shall be integrated with Cornerstone not later than September 30, 2004.
- All DoD Components shall incorporate this policy into their relevant directives. Additionally, all Inspectors General shall verify compliance with this policy through their inspection process.

This policy is applicable to all foreign personnel hosted by DoD Components in the U.S. for any purpose. The only exceptions are for foreign military units in the U.S. for military exercises of a short duration where the foreign military command and control structure remains accountable for its personnel. The Under Secretary of Defense for Intelligence, in coordination with the Under Secretary of Defense for Policy, may grant additional exceptions, if an evaluation of the risk involved supports such an exception.

Points of contact are Mr. Bill Freestone (703) 414-9560 for the Counterintelligence Field Activity Cornerstone system, and Ms. Tammy Canon, (703) 696-0643 for the USD(P) FVS-CM system.

A handwritten signature in black ink, reading "Paul Walpurt". The signature is written in a cursive style with a horizontal line at the end.